



**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING MINUTES**

August 15, 2023 – In-person

Board members present: Linda Behnke, Sara Hough, Bobbi Nigg, Scott Klien, Kimber Shaffer,

Staff and guests present: Director Helena Hayes

I. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:32 p.m. by President Klien

II. APPROVAL OF AGENDA

Discussion:

- Add possible Board outing to the Member Roundtable (Item IX)

Motion: Ms. Behnke moved to accept the August 15, 2023 as revised

Support: Supported by Ms. Shaffer

Vote/Result: Motion carried

III. PUBLIC COMMENTS / CORRESPONDENCE

None

IV. REVIEW / APPROVAL OF MINUTES – JUNE 20, 2023

Motion: Ms. Shaffer moved to approve the Minutes from the June 20, 2023 meeting as presented

Support: Supported by Ms. Nigg

Vote / Result: Motion carried

V. FINANCIAL REPORTS

a. June 2023

Discussion:

- President Klien questioned Fines/Losses and Damages. He was curious if it was mainly fines or more losses and damages. Director Hayes shared that it's simply the account title and the majority of the fund is comprised of fines.

b. July 2023

Discussion:

- Ms. Nigg pointed out the service fee for July was charged. Ms. Behnke shared that the bank wouldn't waive the fee, not even for a non-profit. Charged two consecutive months, despite transfer to bring balance into compliance, because they consider the "average" monthly balances when assessing fees.

June and July 2023 Financial Report were reviewed and placed on file for the auditors.

VI. LIBRARY DIRECTOR'S REPORT

a. July 2023

Discussion:

- Book circulation and audio books were on the rise from June to July as were new patrons. Wi-fi Sessions and visits were up as well.
- June visits and events included Greater Galesburg Days.
- Director Hayes explained “patrons by municipality” per a request by Ms. Hough that it breaks down where the new patrons are in terms of their municipality.
- Director Hayes shared printed details about a program that was scheduled for Wednesday 8/16.
- Watercolor art exhibit ongoing through September. Prints feature images of local communities. Director Hayes purchased the Galesburg one for \$500. It’s unique and will be a nice highlight for the library.
- Jessica Brandow will be coming in on 10/3 for estate planning basics.
- Considering scheduling a Bell’s Brewery Tour.
- Events promoted on Facebook, Battle Creek Shopper, and Climax Crescent
- Exterior lights are still having issues but the light installers weren’t able to replicate it. Director Hayes to capture it on video.
- Security cameras have captured kids and people hanging around. Director Hayes said there have been issues with bodily fluids, articles of clothing/bedding, and trash.
- Explained that penal fines are related to citations issued in Pavilion Township in which the library receives a portion of the fines collected.
- City inquired about storing new playground equipment in the shed until it gets installed. No follow-up, so nothing planned at this time.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. MEMBER ROUNDTABLE

- Team Building – Staff and Board Members
 - Director Hayes brought up the initiative to have more of a family feel and team connection for the staff and Board members.
 - Margaritaville is still going on at the Barn Theatre but maybe a little pricey.
 - Did a survey to gauge interest but encountered technical issues.
 - Nonsense is the next show but only over Labor Day weekend.
 - Clue is the show after that and is the final show of the season.
- President Klien shared that his daughter is going to Michigan Tech.
- Ms. Nigg shared her daughter is moving and getting settled in at Albion. Her son is looking at Purdue for engineering.
- Ms. Shaffer shared that her 3rd grandbaby is due in February.
- Director Hayes shared that her son got engaged in Tennessee.

X. NEXT MEETING September 19, 2023 @ 5:30 p.m.

XI. ADJOURNMENT Meeting adjourned at 6:27 p.m. by President Klien